

# Monitoring Evaluation Accountability Learning Manager- USAID E

Location: [Asia & Pacific] [Nepal]

Town/City: Lalitpur

Category: Programme Effectiveness

Job Type: Fixed term, Full-time

**Monitoring, Evaluation Accountability and Learning Manager - USAID Equity and Inclusive Education Grant**

## **PURPOSE OF POSITION:**

The Monitoring, Evaluation Accountability and Learning Manager has overall responsibility for providing coordination and leadership for monitoring, evaluation and learning, for the anticipated five-years USAID Equity and Inclusive Education Project. S/he will be responsible for design and implementation of MEAL frameworks, robust system and process that will fulfill the requirement of WVI Nepal and donor and also develop a mechanism to ensure the quality of program. In addition, s/he will be responsible for generating and documenting the learning and ensure learning are replicated in programming. Furthermore, the incumbent will be responsible for development of MEAL plan with clear indicators, conduct performance evaluations (baseline and end line), produce periodic report and support in periodic reporting. Furthermore, S/he will responsible for managing the MEAL team and provide leadership and guidance to MEAL team in MEAL functions and support them in capacity building.

**Please note that this position is contingent upon funding and donor approval.**

## **KEY RESPONSIBILITIES:**

### **Monitoring & Evaluation and Reporting**

Lead to develop the overall framework for grant M&E in accordance to the project design document as per World Vision's MEAL framework and

donor requirements

Prepare detail Log Frame, M&E plan and budget

Participate in development of the annual work plan, ensuring alignment with technical strategy

Identify the requirement for collecting baseline data, prepare terms-of-reference for and arrange the conduct of a baseline survey, as required.

Clarify and/or facilitate process for monitoring and evaluations of sub-grantees

Oversee and execute M&E activities with particular focus on results and impacts as well as generate learning; and monitor the follow up on

evaluation recommendations

Guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely

submission. This includes quarterly progress reports, annual project reports, inception reports, and ad-hoc technical reports.

Prepare consolidation progress reports for grant management including identification of problems, causes of potential bottlenecks in the

project implementation, and providing specific recommendations

Undertake regular visits to the field to support implementation of M&E and to identify where adaptations are needed

Identify the need and draw up the ToRs for specific studies; Recruit, guide and supervise consultants or organizations that are contracted to

implement special surveys and studies required for evaluating grant effects and impacts

Develop the recording and reporting tools and system that will fulfill the requirement of WV and donor.

### **Project/Program Learning**

Establish a learning culture within the organization and among implementing partners through documentation of learnings and best practices for ongoing and future programing.

Support and guide consortium and implementing partners to document their successes and best practices into appropriate knowledge assets

Ensure information sharing, consultation and participation and feedback collection are integral part of the Project

Ensure all MEAL related data, reports, and records are clearly organized archived in a central location for future reference.

Develop and implement tools for data collection, processing and analysis in line with WV's MEAL system and donor requirement, and

lead the analysis of data for assessing progress and areas of improvement and generating learning.

### **People management, capacity building and risk mitigation**

Ensure WV's and consortium partners' MEAL team are coordinated to deliver high quality products

Ensure consortium and implementing partners' capacity is built to comply and produce high quality M&E products in-line with WV and donor

standards & requirements.

Ensure management of day-to-day M&E tasks are completed with appropriate resources, proper planning and to the highest standard required.

Organize (and provide) refresher training in M&E for grants staff, consortium and implementing partners, concerned stakeholders with view of

strengthening local M&E capacity.

Support other tasks as required by the Chief of Party

### **EDUCATION, ABILITIES AND EXPERIENCE REQUIRED:**

Master's degree in Business Administration, Economics, Social Sciences, Information Systems, or Development related field

Familiarity with USAID's Collaborating, Learning and Adaption (CLA) approach

Minimum Seven (7) years relevant experience, with at least five (5) years USAID grant experience

Report writing, research, monitoring and evaluation skills

Experience in research, baseline and impact evaluation surveys, M&E of various grants. Experience USAID grants particularly, the education sector, knowledge on data analysis software both qualitative and quantitative, data visualizations, and GIS will be an advantage.

Ability to design and manage assessments, baselines, and evaluations independently Ability to design and manage assessments, baselines, and evaluations

Excellent analytical, planning, organizing and management skills

Must be able to work with multiple deadlines and high demands

Ability to handle sensitive and confidential information with absolute discretion

Demonstrate leadership qualities, management expertise and experience; previous experience supervising and mentoring staff.

Excellent communication skills (oral and written) to articulate technical information clearly and effectively to both technical and other wider

audience (non-technical audience).

Fluency in English, both written and spoken

Work experience in an international development organization especially USAID is preferred

Experience in leading qualitative and quantitative study and evaluations

Knowledge on different digital data collections system like ODK, CommCare, CSPro is preferred

Experience in managing inter-agency consortiums is preferred

Proficient project management skills is preferred

Strong capacity building skills using different methodologies

Proven competence in data analysis including but not limited to SPSS, STATA, Nvivo, Atlas ti, etc

#### **WORK ENVIRONMNET:**

Travel to the project locations as per project requirement

Ability to work in diverse work culture

World Vision International Nepal is committed to diversity and inclusion within its workforce, and encourage candidates of diverse background, women and differently abled, to apply. Only short-listed candidates will be called for the subsequent selection procedure. WVIN reserves all rights to qualify/disqualify applications in any case.

